

**KENTUCKY DEPARTMENT OF EDUCATION**  
**STAFF NOTE**

**Action/Discussion Item:**

2011 Report, 2011 Exceptions, and 2013 Plan as required by 702 KAR 1:115, Annual in-service training of district board members

**Applicable Statute or Regulation:**

KRS 160.180 (with references to KRS 156.031; KRS 156.070)

**Action Question:**

Should the Kentucky Board of Education (KBE):

- 1) accept the 2011 District Board Member In-Service Training Report;
- 2) grant an extension of time to complete the 2011 requirements to board members appointed after March 1, 2011 who did not complete the 2011 requirements; and
- 3) approve the 2013 In-Service Training Plan?

**History/Background:**

***Existing Policy.*** Kentucky Revised Statute 160.180 requires that school board members complete annual (calendar year) in-service training. Twelve hours are required during each of the first four years of district board service; eight hours during each of the second four years; and four hours each year thereafter. The Kentucky School Boards Association (KSBA) collects and keeps corresponding records and is recognized as the provider of eight of the twelve hours required during each of the first four years of service. 702 KAR 1:115 requires the KSBA to submit to the Kentucky Board of Education for review and approval the following:

- in-service training records on an annual basis (Attachments A and B);
- request for an extension of time for completing required in-service training hours in individual cases where warranted (Attachments C, D and E);
- an annual in-service training plan (Attachment F).

These items are attached.

Additionally, the board needs to be aware that 702 KAR 1:115 says in Section 4: “Subject to extensions granted under Section 5 of this administrative regulation, the names of all district school board members who fail to complete the required hours of in-service training, shall be transmitted by the Department of Education to the Attorney General.”

**Staff Recommendation and Rationale:**

Staff recommends that the KBE accept the 2011 Report; grant the recommended extensions of time to complete 2011 training requirements, where appropriate; and approve the 2013 In-Service Training Plan.

Additionally, the board needs to, per 702 KAR 1:115, identify any local district board members, who were not granted an extension and failed to complete the required training, that should be notified of the date that their names will be transmitted for action to the Attorney General by the department unless the training requirements are fulfilled immediately.

The recommendation is made because:

- The 2011 Report is complete and accurate and reflects in-service training offerings that comply with regulation specifications;
- The requests for extensions for board members needing additional time to complete 2011 requirements are justified and within the provisions of the statute.
- The recommended 2013 Plan meets and exceeds regulation specifications.
- The board must meet the requirements of 702 KAR 1:115 in regard to those who do not fulfill training requirements and were not granted an extension.

**Impact on Getting to Proficiency:**

Having well-trained and informed local board members is essential to supporting a high-functioning teaching and learning environment.

**Contact Person:**

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**Commissioner of Education**

**Date:**

June 2012

ATTACHMENT A

LOCAL SCHOOL BOARD MEMBERS  
IN-SERVICE TRAINING  
**2011 SUMMARY REPORT**

		<b>Years Service</b>		
	<b>Total</b>	<b>0-3</b>	<b>4-7</b>	<b>8+</b>
<b>Hours Completed</b>	11,492.50	4,803.00	2,881.50	929.50
<b>Members</b>	856.00	281.00	202.00	373.00
<b>Minimum Hours Required</b>		12.00	8.00	4.00
<b>Hours Above Minimum</b>	5,012.50	1,436.50	1,265.00	2,311.00
<b>Members Above Minimum</b>	795.00	264.00	187.00	344.00

## ATTACHMENT B

### LOCAL SCHOOL BOARD MEMBERS 2011 KSBA TRAINING OFFERED

<b>Theme/Topics</b>	<b>Attendees</b>	<b>Hours</b>	<b>Location</b>	<b>Date(s)</b>
<b>Annual Conference</b>	973	13.00	Louisville	Feb 3-5
<b>Summer Leadership Institute</b>	295	8.00	Lexington	July 8-9
<b>Winter Symposium</b>	176	7.50	Louisville	December 9-10
<b>Safe Schools; Risk Management</b>	261	8.50	Louisville	Nov 7-8
<b>Regional Meetings</b>	690	1.50	12 Regions	Sept. – Oct.

#### **Current Topics:**

- Student Health & Wellness
- Board Leadership
- Truancy/Dropout Prevention
- Positive School Culture & Climate
- High Performing School Boards
- Communication Strategies
- All Students' Learning Achievement
- Board Member Basic Roles, Responsibilities & Law
- School Finance, Planning & Oversight
- Risk Management and insurance
- Curriculum
- Technology Issues
- Special Education
- Gifted & Talented Programs
- School Safety; Student Discipline
- Exemplary (district) Programs
- Community & Student Involvement
- Facilities & Energy Management
- Superintendent Selection Process
- Planning Processes
- Equity Issues; Student Achievement Gap
- Teacher Quality
- Policy & Procedures
- Effective School Board Meetings
- Early Childhood Education
- Parent/Family/Community Involvement

#### **Level I Courses/Topics**

Your Association: What You Need to Know About KSBA & Its Services

Congratulations! You Made the Team

School Board Fiscal Responsibilities: Driving Success Through Informed Decisions – Part 1

School Board Fiscal Responsibilities: Driving Success Through Informed Decisions – Part 2

Legal Orientation I  
The Board's Policy Making Role  
School Board Meetings  
The Board's Role in Student Achievement  
Staff/Media/Community Relations  
Basic Risk Management for School Board Members

### **Level II Courses/Topics**

Leading Effective Meetings: A Board's Guide to Parliamentary Procedure  
Finance II: Dollars & Sense – Budgetary Decisions, Requirements and Timelines  
The Board Meeting as a Community Forum  
School Safety & Discipline  
Employee Relations/School Personnel  
Superintendent Selection/Evaluation  
Board/Superintendent Relations  
Curriculum & Instruction  
Student Assessment  
School Facilities  
Student Learning & Support Services

### **Level III Courses/Topics**

Finance III: Dollars & Decisions  
A Look in the Mirror: Board Member Self-Evaluation  
When Pigs Fly: Promoting Student Achievement to the Community  
Legal Issues  
Student Health & Wellness  
Leadership Through Teamwork  
Curriculum & Instruction  
School & District Improvement Plans  
Liability Issues & Insurance  
Legislative Issues/Current Topics

### **Level IV Courses/Topics**

If You Tell It, They Will Come: Marketing Your District's Success Stories  
Risk Management Case Studies

### **Level V Courses/Topics**

The Perfect Interview  
Exemplary Leadership Strategies  
Advanced Risk Management for School Board Members

**Whole Board Team Training (on request)**

**KSBA-provided Self-Study Packets (on request)**

# ATTACHMENT C

## LOCAL SCHOOL BOARD MEMBERS IN-SERVICE TRAINING 2011 REQUIREMENTS NOT MET SUMMARY

<u>Years Service</u>	<u>0-3</u>	<u>4-7</u>	<u>8+</u>	<u>Total</u>
Minimum Hours Required	12.00	8.00	4.00	n/a
Members Below Minimum	17.00*	3.00	1.00	21.00
Hours Completed	117.50	21.00	1.50	140.00
Additional Hours Required	86.50	3.00	2.50	92.00

\*Includes members who were appointed to fill vacancies after March 1, 2011. Total does NOT include one member who received an extension in 2010 but did not meet the terms of the condition by the December 31, 2011 deadline.

# ATTACHMENT D

## LOCAL SCHOOL BOARD MEMBERS IN-SERVICE TRAINING 2011 Requirements Not Met Detail

The following list identifies board members who were appointed to service after March 1, 2011 and who did not meet their mandated annual training requirements.

Name	School District	Service Start Date	Total Hours Required	2011 Hours Earned	2011 Hours Still Needed
Al Barman	Allen	11/04/11	12	8.00	4.00
Michelle Pedigo	Barren	11/08/11	12	0.00	12.00
Kimber Fender	Campbell	11/14/11	12	0.00	12.00
Deanna Wolfe	Clark	10/31/11	12	10.25	1.75
Vicky Lowe	Mason	11/04/11	12	11.25	.75
Curtis Rosser	Mason	11/04/11	12	11.25	.75
Lorane Smith	Mayfield	10/17/11	12	2.50	9.50
Jennifer Beckner	Oldham	11/14/11	12	0.00	12.00
Angela Knarr	Robertson	10/24/11	12	6.75	5.25
Kevin Flynn	Walton-Verona	11/17/11	12	2.50	9.50
Janna Baldridge	West Point Ind.	10/24/11	12	0.00	12.00
Sherri Springate	Woodford	10/03/11	12	11.75	.25

On behalf of these board members, KSBA requests an extension of time be granted for them to complete requirements as allowed by the provisions of 702 KAR 1:115. As of May 11, 2012, progress toward completing their 2011 requirements has been made.

The following list identifies board members who were not appointed to service after March 1, 2011 and who did not meet their mandated annual training requirements.

Name	School District	Service Start Date	2011 Hours Required	2011 Hours Earned	2011 Hours Still Needed
George Willett	Anchorage	01/01/11	12.00	9.75	2.25
Jeff Beach	Ft. Thomas	01/01/09	8.00	7.25	.75
Melanie Atwell	Fulton Co.	01/01/09	12.00	11.25	.75
Cheryl Rash	Fulton Co.	01/01/09	12.00	11.25	.75
Mike Harris	Letcher	01/01/97	4.00	1.50	2.50
Tim Jackson	Lincoln	01/01/07	8.00	7.25	.75
Glen Whittemore*	Lincoln	01/01/05	8.00	6.50	1.50
William Shockney	Southgate	01/10/11	12.00	9.25	2.75
Shannon Martin	Todd	02/22/11	12.00	11.75	.25

\*Member resigned on 1/19/12

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**The following list identifies board members granted a time extension as allowed by the provisions of 702 KAR 1:115 who did not meet the terms of the extension.**

<b>Name</b>	<b>School District</b>	<b>Service Start Date</b>	<b>Hours Required 2009 - 2011</b>	<b>Hours Earned 2009 – 2011</b>	<b>Hours Still Needed</b>
Lynne Huff	Corbin	10/29/09	36.00	35.00	1.00

Due to her appointment after March 1, 2009, Ms. Huff received an extension as allowed under 702 KAR 1:115. The terms of this extension required her to receive 36 training hours by December 31, 2011. To date she has earned 35 of the required 36 hours.



**LOCAL SCHOOL BOARD MEMBERS  
2012 KSBA TRAINING OFFERINGS**

<b>Theme/Topics</b>	<b>Planned Credit Hours</b>	<b>Location</b>	<b>Date</b>
<b>76<sup>th</sup> Annual Conference</b>	13.00	Louisville	Feb. 3-5
<b>Bullying Prevention Symposium</b>	6.00	Richmond	March 19
<b>Coordinated School Health Symposium</b>	6.00	Lexington	June 25
<b>Summer Leadership Institute</b>	7.25	Lexington	July 13-14
<b>Regional Meetings</b>	1.50	12 Regions	Sept.-Nov.
<b>Winter Symposium</b>	7.00	Louisville	Nov. 30 – Dec. 1

**Current Topics:**

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- School Finance, Planning & Oversight
- Risk Management and insurance
- Curriculum
- Technology Issues
- Special Education
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- Facilities & Energy Management
- Superintendent Selection Process
- Planning Processes
- Equity Issues; Student Achievement Gap
- Teacher Quality
- Policy & Procedures
- Effective School Board Meetings
- Early Childhood Education
- Parent/Family/Community Involvement
- Unbridled Learning Initiative Training(2 modules: "All Student's College and Career Ready" & "Assessment for Next Generation Learners")

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2013 KSBA TRAINING OFFERINGS**

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